

**ADMINISTRATIVE-INTERNAL USE ONLY**

9 JUL 1974

MEMORANDUM FOR: Chief, Plans, Programs Branch

SUBJECT : Annual Report Call for FY 1974

1. Per your request, the following information is supplied which pertains to the Personnel Branch activities during FY 1974.

A) In the area of career management, the Office of Security's Career Board, in conjunction with the Security Management Advisory Group, restructured the Individual Career Advancement Program which is now titled the Assignment Preference Program. The objective of continuing and expanding the participation of all employees in the selection of their future assignments will continue. Through an Assignment Preference Form all employees GS-15 and below have the opportunity to make known their assignment preferences, career goals, training desires, and those factors that should be considered by management in planning future assignments and career development.

B) The Office of Security has developed subpanels to support the professional Career Board in making recommendations directly or indirectly to the Director of Security regarding appointment, reassignment, training, promotion, and retirement of all personnel within their respective authorities.

C) The Office of Security, in conjunction with the overall Agency Program for "Equal Employment Opportunity," has developed an Affirmative Action Plan and a number of steps have been taken to implement various aspects of this program.

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D) In an effort to bring new blood into the Office of Security while at the same time ensuring that certain EEO goals are satisfied, the Office of Security has developed official criteria for entrance into the professional ranks and has developed certain educational guidelines for employment and promotion. The Candidate Selection Panel was created to oversee recruitment efforts and to interview selected candidates including members of minority groups and women for possible professional employment with the Office of Security.



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Chief, Personnel Branch, PP&AD  
Office of Security

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: *[Signature]*  
 Chief, Personnel Branch, PP&AD  
 4E-63, HQS

EXTENSION

NO. STAT

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Chief, PP&AD

9 JUL 1974

*[Signature]*

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